



Checklist for completing a Valuation Certificate

This checklist is designed for approved valuers who are preparing valuations for donations submitted under the Cultural Gifts Program (CGP). All forms, documents and information sheets referred to in this checklist are available from the CGP website at <https://www.arts.gov.au/what-we-do/cultural-heritage/cultural-gifts-program-overview/cultural-gifts-program-valuers>, as is the Code of Conduct for Valuers.

To minimise delays with the processing of a donation please check the following:

- You have used the current Valuation Certificate template.
- You are aware that valuers who have been an agent for the artist or donor within the past three years must not provide a valuation unless given prior approval from the Department. (See the information sheet on Agency Relationships).
- You have checked that all donated items fall within the classes of cultural material you have been approved to value—if not, you must not complete the valuation unless you have **prior approval** from the Department. (See guidance on one-off approval for a valuer to value items outside approved classes which is available at <https://www.arts.gov.au/what-we-do/cultural-heritage/cultural-gifts-program-overview/cultural-gifts-program-valuers>).
- You received a copy of the completed Certificate of Donation from the recipient institution.
- You have listed correct names and addresses for all donors and the recipient institution.
- You have provided details of anyone (including another approved valuer) you consulted while preparing the valuation.
- The Date of Donation you have entered is consistent with the Certificate of Donation.
- You have provided a current GST inclusive market value for the donation on the **date of donation** OR on the **day the valuation was made (this option is only available if valuation is completed within 90 days of date of donation)**.
- You have itemised individual objects valued at \$500 or more.
- You have listed multiple items in the same order and/or using the same numbering system as provided by the recipient institution.
- You sighted the works in person or, if not, explained why you were not able to sight them.
- You have both listed the evidence produced by the donor and/or recipient institution to demonstrate authenticity and history of ownership AND answered the question on whether you are satisfied that this evidence reasonably establishes provenance and authenticity.
- You have provided details of examples of actual sales of **comparable** material within the last three years, including:
 - full references to sources for sales data, including publication details for printed catalogues and date of access, full URL and name of responsible organisation for websites
 - international sales converted to Australian dollars based on exchange rates as at the date of the sale (listed at the Reserve Bank of Australia's website)
 - where the source is restricted (eg a subscription sale record), a copy of the sales notice has been attached
 - where the sale result is in a language other than English, an English translation of essential information has been provided.
- You have provided clear and comprehensive substantiation and justification to explain how you have reached the assigned value based on the evidence provided.
- Where applicable, you have complied with the guidelines in the Cultural Gifts Program Guide for valuing certain kinds of property that have a limited commercial market (Appendix E) and for valuing collections (Appendix F).
- You have signed and dated the Valuation Certificate and provided the original to the recipient institution or donor (whichever is appropriate).